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Message Text

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22
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TO ALL DIPLOMATIC POSTS

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FOR AMBASSADORS, CHARGES AND PRINCIPAL OFFICERS

E.O. 11652: N/A

TAGS: ASIG

SUBJECT: ADMINISTRATIVE DEFICIENCIES

FOR THE AMBASSADOR FROM EAGLEBURGER

1. IN MY REGULAR REVIEW OF INSPECTION REPORTS, THE INSPECTOR GENERAL HAS CALLED TO MY ATTENTION ADMINISTRATIVE DEFICIENCIES WHICH OCCUR FREQUENTLY ENOUGH TO DEMAND MORE THAN THE NORMAL ACTION WHICH WOULD BE TAKEN UNDER COMPLICANCE PROCEDURES. THE LENGTH OF LISTS OF ADMINISTRATIVE DEFICIENCIES AND THE FREQUENCY WITH WHICH THEY OCCUR ALSO RAISES QUESTIONS ABOUT THE ADEQUACY OF SUPERVISION OF THIS PART OF THE WORK OF THE DIPLOMATIC MISSIONS BY THE AMBASSADOR AND THE DEPUTY CHIEF OF MISSION. THE AREAS OF CONCERN ARE THE FOLLOWING:

(A) USE OF LOCAL DIRECT HIRE EMPLOYEES TO PERFORM WORK FOR EMPLOYEE ASSOCIATIONS, FOR PERSONAL BENEFIT OF AMERICAN
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EMPLOYEES, ETC.

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(B) PAYING LOCAL EMPLOYEES ON THE BASIS OF INFLATED JOB DESCRIPTIONS AND NOT MAINTAINING CURRENT LOCAL WAGE SURVEYS.

(C) AUGMENTATION OF SALARIES OF DIRECT HIRE LOCAL EMPLOYEES THROUGH THE PROVISION OF QUARTERS, MEAL ALLOWANCES, AND OTHER BENEFITS NOT INCLUDED IN COMPENSATION PLANS; CHARGING ORE ALLOTMENT FOR TRAVEL TO THEIR COUNTRY OF NATIONAL-ITY OF THIRD COUNTRY NATIONALS.

(D) FAILURE TO MAKE PERIODIC AND UNANNOUNCED CASH COUNTS.

(E) FAILURE TO SEPARATE ORDERING FROM RECEIVING FUNCTIONS AND INVENTORY FROM STOCK CONTROL, AND WHEN THIS IS NOT POSSIBLE BECAUSE OF PERSONNEL LIMITATIONS, FAILURE OF SUPERVISORS TO MAKE FREQUENT SPOT CHECKS.

(F) FAILURE TO MAKE ANNUAL INVENTORIES AND EXERCISE ADEQUATE CONTROLS OVER SUPPLIES, ESPECIALLY EXPENDABLE SUPPLIES.

(G) USE OF OFFICIAL VEHICLES BY DEPENDENTS FOR OTHER THAN OFFICIAL PURPOSES, AND WHERE SECURITY OR TRANSPORTATION LIMITATIONS REQUIRE SUCH USE, WITHOUT PROPER DETERMINATION BY THE AMBASSADOR. (ON THE OTHER HAND, INSPECTORS NOTE A RELUCTANCE TO PERMIT THE USE OF OFFICIAL VEHICLES FOR NEW ARRIVALS ON REIMBURSABLE BASIS EVEN THOUGH REGULATIONS PERMIT IT, THUS ADVERSELY AFFECTING AN OFFICER'S ABILITIES TO GET SETTLED AND DO HIS JOB.)

(H) USE OF OFFICIAL TELEPHONE FOR PERSONAL LONG DISTANCE CALLS WITHOUT ADEQUATE CONTROL PROCEDURES TO ASSURE REIM-BURSEMENT.

(I) FAILURE TO FOLLOW GUIDELINES ON THE USE OF REPRE-SENTATION FUNDS, ESPECIALLY THE "PER CAPITA" BASIS FOR REIMBURSEMENT WHERE THE AMBASSADOR HAS ESTABLISHED SUCH A LIMITATION, AND TO VERIFY ACTUAL ATTENDANCE AT SOCIAL FUNCTIONS AND REIMBURSE ONLY ON THAT BASIS.

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(J) ESTABLISHING A WORK DAY FOR AMERICAN STAFF WHICH EXCEEDS THE LIMIT OF EIGHT HOURS PER DAY WITHOUT OVERTIME COMPENSATION.

2. I WOULD APPRECIATE IT IF YOU WOULD PERSONALLY REVIEW THESE AREAS OF FISCAL MANAGEMENT TO SATISFY YOURSELF THAT EMBASSY PRACTICES ARE IN ACCORD WITH REGULATIONS. YOU NEED NOT MAKE ANY REPORT TO ME, BECAUSE THE INSPECTION

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CORPS WILL FOLLOW UP IN THE REGULAR COURSE OF ITS
INSPECTIONS. BUT IF YOU DO FIND ANY SERIOUS DEFICIENCIES
WHICH YOU BELIEVE REQUIRE MY IMMEDIATE ATTENTION, I WOULD
APPRECIATE HEARING FROM YOU. KISSINGER

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